

Quality Management Concept Development

Concept Development



Designer is responsible to initiate the Interactive Communications Procedure/Design Communications Report (DCR) during the Concept Development phase. Designer shall document the agreements and/or resolutions of design element issues from all formal and informal communications between all Subject Matter Experts (SME's) and Project Stakeholders into the DCR in accordance with the Interactive Communications Procedure.

The communication participants (Stakeholders, SME's etc.) discuss an issue or problem pertaining to the project design, reach a decision or resolution of the issue. The Designer prepares a draft DCR entry. The Designer verifies that all communication participants are in agreement with the draft DCR entry prior to submitting it to the Project Manager. All entries made into the DCR shall document the communication participants involved, the type of communication (informal or formal meeting etc.), the issue, the decision reached, and date. The Designer prepares and submits the DCR along with the DCR Approval Sheet to the Project Manager for approval in accordance with the Interactive Communications Procedure.

The Project Manager reviews the DCR and if acceptable, approves the DCR. If the DCR is not acceptable as submitted by the Designer, the Project Manager shall coordinate with the Designer or SME's as necessary until the DCR is acceptable for approval. Once acceptable for approval, the DCR entry is signed by the Project Manager and dated and the Designer posts the electronic file on the Capital Project Delivery website under the heading "Design Communications Reports" in accordance with the Interactive Communications Procedure.

The Designer submits a Quality Certification and submits it to the Project Manager that they have performed the work in accordance with the proposed project's Concept Development (CD) Scope Statement and current Department Quality Management Process and Procedures, and that the project has been designed in accordance with all applicable State and Federal design standards and requirements.

The Project Manager accepts the Certification following the CD Report Approval by FHWA.